

THE POSITION

The successful candidate for this position will perform skilled work involving the review and examination of building construction improvement plans for compliance with applicable zoning and health and safety codes and regulations.

THE DEPARTMENT

The Building Division is part of the Community Development Department, which also includes the Planning Division. The Community Development Department is located in the City of Stockton Permit Center, which houses a number of other divisions and departments such as Public Works, Fire Department, and Municipal Utilities. The environment provides for a coordinated focal point for the processing of development permits.

THE COMMUNITY

Stockton, population approximately 261,300, is located in the great Central Valley of California. It is the county seat of San Joaquin County, one of the outstanding agricultural counties of the nation. Stockton is situated 90 miles east of San Francisco and 45 miles south of Sacramento. Along with a variety of cultural and recreational activities in Stockton, there is easy access to mountains, coastline, Lake Tahoe, wine country, and 1,000 miles of recreational waterways. Moderate temperatures and cool evening breezes provide an excellent climate. Stockton is also home to the University of the Pacific and San Joaquin Delta Community College.

THE “IDEAL” PLAN CHECKER CANDIDATE WILL:

- Possess a working understanding of the California Construction Codes of Title 24.
- Possess good communication skills and enjoy working in a fast-paced team-oriented environment.
- Be goal/results oriented and comfortable with aggressive work schedules.
- Possess a desire to serve the public and work effectively with the development community.

REQUIREMENTS

- Possession of a valid California driver's license.
- Equivalent to completion of two years of college or possession of an Associate of Arts degree in pre-engineering, construction technology, or a closely related field.
- Two years of experience in checking a variety of building plans and drawings.
- Possession of ICC (International Code Council) or ICBO (International Conference of Building Officials) as a Certified Plans Examiner certificate is required at the time of application. (A copy of certificate must be attached to application.) NOTE: A valid California registration as a Civil Engineer or license as a Professional Architect will be accepted in lieu of the ICC or ICBO Certification. The ICC or ICBO certification will then be required within two years of appointment as a condition of continued employment.

Knowledge of:

- Techniques, materials, and practices in the structural, plumbing, and electrical construction fields.
- Residential, commercial, and industrial construction materials, methods, and equipment.
- Applicable codes and ordinances governing housing and building construction, rehabilitation, alteration, use, and occupancy.
- Appropriate safety and fire prevention construction and building methods.

Skill in:

- Performing detailed analysis and examination of building and construction designs, specifications, and plans.
- Applying basic engineering and architectural principles and techniques to the solution of complex residential, commercial, and industrial construction problems and objectives.
- Organizing work, setting priorities, and exercising sound, independent judgment within established guidelines.
- Dealing tactfully and effectively with City staff, other agencies, homeowners, builders, engineering firms, contractors, developers, manufacturers, and others.
- Preparing clear, concise, and accurate reports, correspondence, and other written materials.
- Analyzing and evaluating complex building plans, data, and reports and reaching sound conclusions.

APPLICATION PROCESS

All employment applications and supplemental questionnaires must be completed fully and submitted on official City of Stockton forms. FACSIMILES or PHOTOCOPIES of the City's application form will not be accepted. Resumes may be submitted, but will not be accepted in lieu of the original employment application and supplemental questionnaire forms. Incomplete application materials will be rejected and cannot be revised after the final filing date.

To be considered for this excellent career opportunity, contact:

**City of Stockton
Human Resources Department
22 East Weber Avenue, Suite 150, Stockton, California 95202-2317
(209) 937-8233
www.stocktongov.com**

***EQUAL OPPORTUNITY EMPLOYER
1999 All-American City***



THE SELECTION PROCESS

Applications and responses to the supplemental questionnaire will be evaluated to determine applicants' qualifications. Those deemed best qualified in terms of relevant education and experience will be invited for an oral appraisal interview, which may include a practical job-related exercise, weighted 100%. The City reserves the right to utilize alternative testing methods if deemed necessary. Candidates must achieve a passing score to be placed on the eligible list. In the event of identical ratings, names shall be arranged in order of application date/time, and, if the same, arranged alphabetically.

ANNUAL COMPENSATION AND BENEFITS

\$49,764 - \$63,888

NOTE: Salary adjustments each year through 2008 will equal 80% of the Consumer Price Index (minimum of 2.5% and maximum of 6%). Placement within the salary range is negotiable depending upon the qualifications of the selected candidate.

The City of Stockton also pays all costs for the following benefits:

Public Employees Retirement System: The City contributes the employer and full employee share to a 2% at age 55 retirement plan. Because the City does not participate in the Social Security System, this adds a commensurate amount to the employee's immediate take-home pay.

457 Deferred Compensation Plan: Available at employee's option.

Medical/Dental/Vision Plan Benefits: The City provides coverage, at no cost to the employee, for employee and eligible dependents, including orthodontic and prescription coverage.

Long-Term Disability Insurance Coverage: City-paid income protection plan, which provides disability income of 66-2/3% of salary payable to age 65.

Life Insurance: City-paid life insurance is provided with coverage equal to one and one-half times annual salary.

Vacation: Ten days per year up to 18 months of service; then 15 days per year and progresses based on length of service.

Sick Leave: Fifteen days of sick leave can be earned per year with unlimited accumulation. Upon retirement, payment for 50% of unused sick leave is paid to employee; the remaining 50% is used toward credit for Public Employees Retirement System service time.

Holidays: Fourteen paid holidays, including employee's birthday.

Educational Incentive Pay: After twelve months of continuous service, employee receives 3% of top salary step for educational degree above and beyond that required for the position.

Retiree Medical Plan: For employee and one dependent for fifteen years or to age 65, whichever occurs first. At age 65, a Medicare Supplemental Plan is provided.

Longevity Pay: 2-1/2% of top salary step after twelve years of continuous employment.

NOTE: Employee benefits stated herein are subject to change through the collective bargaining process.



**INVITES APPLICATIONS
FOR**

PLAN CHECKER II:

\$49,764 - \$63,888 Annually



FINAL FILING DATE: Extended to:

Friday, May 28, 2004 at 5:00 p.m.



EQUAL OPPORTUNITY EMPLOYER

CITY OF STOCKTON
HUMAN RESOURCES DEPARTMENT
22 E. WEBER AVE., SUITE 150
STOCKTON, CA 95202

OFFICE USE ONLY

Analyst
Date

☐ Accepted

Ineligible because of:

☐ Education☐ Lic./Cert.

☐ Experience☐ Other

1. POSITION APPLYING FOR: PLAN CHECKER II

2. NAME:

3. ADDRESS:

CITY/STATE/ZIP:

4. TELEPHONE NUMBER: ()

5. SOCIAL SECURITY #:

6. DRIVER'S LICENSE #:

7. VETERAN'S PREFERENCE: Yes No
If yes, attach copy of DD-214 or DDN-214

8. CERTIFICATES: (If required, attach)
TYPING NET WPM:
STENOGRAPHIC NET WPM:
OTHER:

9. EXPERIENCE RECORD: List most recent experience first, including paid and voluntary experience, that you feel qualifies you for this job. THIS SECTION MUST BE COMPLETED. A resume may be attached for supplemental information only. DO NOT INDICATE "REFER TO RESUME."

FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME
			JOB DUTIES:		
REASON FOR LEAVING:					

10: EDUCATION AND TRAINING:

Circle Highest Grade Completed	8	9	10	11	12	G.E.D.	COLLEGE	1	2	3	4	Grad Studies?	Yes	No
Colleges or Universities Attended			Location	From	To	Units Completed	Major	Degree						

11. CONVICTION: Have you ever been convicted of a criminal violation of the law? You may exclude traffic-related infractions. Note: A "yes" answer will not automatically disqualify you from employment. Also, to the extent consistent with California law, a fingerprint check may be used to verify such information. Yes No	CONVICTION DATES & NATURE: (Attach a separate sheet, if needed.)
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CERTIFICATION OF APPLICANT: I hereby certify that all information that I have provided in connection with my application for employment with the City of Stockton is true and acknowledge that any misstatements made in my application or during any portion of the application process may result in my being disqualified from consideration or terminated from employment with the City of Stockton.

SIGNATURE: DATE:

Please provide the following information. It is being requested for statistical purposes only. Should you choose to provide the information, it will be detached from your application immediately upon receipt and will not be used in evaluating your qualifications for employment or for any other purpose proscribed by article 1, section 31, of the California Constitution.

ETHNIC ORIGIN – Please check only one.

- ☐ White – Caucasian, Anglo Saxon
- ☐ Black – All persons having origins in any of the Black racial groups
- ☐ Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race
- ☐ American Indian/Alaskan Native – All persons having origins in any of the original peoples of North America
- ☐ Chinese
- ☐ Japanese
- ☐ Filipino
- ☐ Other Pacific Islander
- ☐ Other

SEX

- ☐ Male
- ☐ Female

AGE GROUP

- ☐ Under 21
- ☐ 21-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60 or Older

Title of Position Applying for

How did you hear about the position?





SUPPLEMENTAL QUESTIONNAIRE
Plan Checker II
2004

Name:

Instructions to Candidate:

This Supplemental Questionnaire is part of the examination process; accordingly, it should be completed carefully. It **must** be submitted with your official employment application. The purpose of this Supplemental Questionnaire is to obtain enough job-related information to enable us to select the **most qualified** applicants in terms of education, experience, training, and other job-related characteristics to continue in the examination process.

Please be sure to answer all questions completely. Do not substitute your resume as an answer to any of these questions. Describe specific, relevant examples from your background, keeping in mind that composition and clarity of expression will also be considered in evaluating your responses. Applications submitted without answering the supplemental questionnaire or including requested documentation will be rejected as incomplete.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

Signature:	Date Signed:
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PLAN CHECKER II

1. PLAN CHECKER II LEVEL REQUIRES POSSESSION OF AN Associate of Arts DEGREE OR EQUIVALENT. Do you possess education equivalent to two (2) years of college or an Associate of Arts/Science degree in pre-engineering, construction technology, or a closely related field? ☐ Yes ☐ No

If yes, please complete the following:

Name of school/location:		Dates attended:	
Number of units completed:	<input type="checkbox"/> 1 year 30S/45Q	<input type="checkbox"/> 2 years 60S/90Q	<input type="checkbox"/> 3 years 90S/135Q <input type="checkbox"/> 4 years 120S/180Q
<input type="checkbox"/> Associate of Arts/Science <input type="checkbox"/> Yes <input type="checkbox"/> No Major: _____ Degree earned?			

2. POSSESSION OF AN ICC OR ICBO CERTIFICATION AS A PLANS EXAMINER IS REQUIRED. **Attach a clear copy of this certificate to your application.** IN LIEU OF THE ICC OR ICBO CERTIFICATION, A VALID CALIFORNIA REGISTRATION AS A CIVIL ENGINEER OR A PROFESSIONAL ARCHITECT LICENSE WILL BE ACCEPTED AT TIME OF APPLICATION. ICC OR ICBO CERTIFICATION WILL THEN BE REQUIRED WITHIN TWO YEARS OF APPOINTMENT AS A CONDITION OF CONTINUED EMPLOYMENT.

- ❖ Do you possess an ICC or ICBO Certification as a Plans Examiner?

☐ Yes ☐ No
- ❖ Do you possess a California registration as a Civil Engineer?

☐ Yes ☐ No
- Registration # _____ Expiration date _____
- ❖ Do you possess a California Professional Architect License?

☐ Yes ☐ No
- License # _____ Expiration date _____

3. THE PLAN CHECKER II REQUIRES TWO YEARS OF EXPERIENCE IN CHECKING BUILDING PLANS AND DRAWINGS. PLEASE DESCRIBE YOUR EXPERIENCE THAT YOU FEEL QUALIFIES YOU FOR THIS POSITION. *When describing your experience, please be sure to describe the scope of responsibilities, the length of involvement, when and where it occurred, major accomplishments, projects implemented, and any other significant and relevant information that best illustrates your qualifications.*
4. PLEASE DESCRIBE YOUR EXPERIENCE WITH LATERAL AND VERTICAL LOADING CALCULATIONS.

PLEASE ATTACH ADDITIONAL SHEET OF PAPER IF NECESSARY.